## PARENT PORTAL PROCESSOR INSTRUCTIONS

To make any changes to Household Phone Number and Household Address:

Sign into the Parent Portal Choose Household Information on the left hand side Choose Update under requested change options Make your changes and click **Send Update** 

Ca	Impus	IS POrtal SELECT A STUDENT - Welcome Carol XXBandy	Sign Out
		Infinit Ca	mpus
Family		Household Information	
Messages	>		
Household Information		Housenoid: XXBandy	
Family Members	>	Household Phone Number	
Calendar	>	(314)111-1111	
User Account		Update	
Account Management	>		
Contact Preferences	>	Household Address	
Access Log	>	Primary Address Update 444 Veidman Road S Manchester, MO 63017 Mailing: Yes	

## To update Family Member contact information:

Choose Family Members on the left hand side Choose Update under requested change options for all family members Make your changes and click **Send Update** 

Family		Family Members				
Messages	>	Household: XXBand	ly			
Family Members	>	Brett XXBandy	-			
Calendar User Account	>	Cell Phone : Work Phone :	(314)333-3333	Email : Secondary Email :	xxbandybrett@aol.com	
Account Management Contact Preferences	> >	Other Phone : Update	(314)123-4567			
Access Log	>	Carol XXBandy				
		Cell Phone : Work Phone : Other Phone : Update	(314)123-4567 (314)123-4567	Email : Secondary Email :	xxbandycarol@aol.com	

To make changes to student information & Non-Household Contact Information: Choose your student from the <u>Select A Student</u> drop down list at the top Choose Demographics

This section will allow you to change any personal information. You will have the ability to change names, gender, date of birth and race.

You can make changes to existing contacts, remove contacts and add additional contacts.

Make all your changes and click Send Update

John	iny XXBandy	ECT A STUDENT 👻			Welcome Carol XXBandy	Sign Out			
13-14 X Grade:	XXTESTING 3 Middle : 07					Infinite Campus			
Johnny	Demographics	;							
Calendar	>	•••							
Schedule	> Johnny XXBar	ndy							
Attendance	> Personal Info	ormation							
Grades	> Legal Name:	Johnny XXBandy	Date of Birth:	08/10/2000					
Demographics	Gender:	М	Hispanic/Latino:	White					
Family			Nuce(s).	wine					
Messages	> Update								
Household Information	>								
Family Members	> Non-Housenor	Id Contacts							
Calendar	> John Smith		Balatianakin with Jakansa	Ohan Enthan					
User Account	Cell Phone :	(314)222-1212	Guardian:	No					
Account Management	> Other Phone :		Contact Order:						
Contact Preferences	> Email :	jsmith@yahoo.com	Secondary Email :						
Access Log	> Update	Remove							
	Lisa XXBandy								
	Work Phone :	(314)222-2222	Relationship with Johnny:	Emergency Contact					
	Cell Phone :		Guardian:	No					
	Other Phone :	(314)111-1111	Contact Order:						
	Email :		Secondary Email :						
	Update	Remove							
	+ Add Con	itact							

The message below will let you know that your update request has been made and the corrected information will be sent to the Registrar's office for review. This review make take up to 24 hours for processing.

Gender:	* Denot	es Required Field lame: * Last Name:	
Update	Johnny Middle	Name: XXBandy Suffix:	
	* Gend	Provent Court	
<b>Non-Household Con</b>	Is the i	Request Sent	
John Smith		Your request has been sent. Please note that changes ma	y
Work Phone :		portal immediately.	
Cell Phone : (3 <sup>-</sup>		_	
Other Phone :			OK nder
Email : jsn		2011VVIIIC	
Update	Comme	nts:	

Campus P	ortal SELECT A STUDENT -	Welcome Carol XXBandy	🟫 Sign Out
			Infinite Campus
Family	District Notices - 3 messages		
Messages	School Notices - 0 messages		
Household Information >			
Family Members >	Inbox - 1 message		
Calendar >	X Date Subject		
User Account	10/17/2013 Your Household Phone Number request for Carol XXBandy has been approved		
Account Management >			
Contact Preferences >			
Access Log >			

After your request has been reviewed by the registrar you will see a message in your Parent Portal In-Box stating whether or not your request has been **approved** or **denied**.

You will also have the ability to add additional comments in all your sections submitted as well as the registrar giving you an explanation as to why your request was denied.